



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT**

This position will be a temporary assignment up to twelve months with the potential of conversion to a permanent position. Candidates seeking part-time employment will be considered.

POSITION: Attorney Advisor
DUTY STATION: Baltimore, Maryland
(with regular travel to Greenbelt, Maryland as needed)

OPENING DATE: June 2, 2014
CLOSING DATE: June 20, 2014*
**EXPECTED
START DATE:** August 2014

SALARY: Based on Qualifications

CL 27 = \$50,451 - \$63,091 Graduation with a Juris Doctor (JD) degree from an accredited law school.
CL 28 = \$60,477 - \$75,621 Graduation with a Juris Doctor (JD) degree from an accredited law school,
plus one year of work experience post law school graduation.

The Clerk is seeking qualified applicants for the position of Attorney Advisor. The incumbent provides the court with procedural and substantive legal advice regarding court operations and compliance with guidelines, policies, and procedures. Additionally, the incumbent provides information to attorneys and the general public.

Primary responsibilities include, but are not limited to, the following:

- Assist the Clerk's Office with the development of legal and administrative procedures, policies and forms; conduct legal research and provide procedural and substantive advice on legal policy matters applicable to day-to-day office and/or court activities or assigned projects. Work with court management to provide legal procedural training and guidance.
- Review, update, and edit legal and administrative documents, forms, and templates. Review, update, and organize existing procedural manuals, desktop references, the personnel handbook and other office manuals and plans. Develop and facilitate presentations, including visual presentations, for judges or staff regarding special projects or topics.
- Assist in the development of guidelines by which the federal and local rules are applied in cases filed with the court. Review and draft changes to local rules, administrative orders of the court, forms, and guidelines. Review bills of cost and issue orders of taxation on behalf of the Clerk. Provide staff support for the Local Rules and Forms Committee and other court and bar committees.
- Review and provide legal analysis regarding attorney admission and discipline matters; support the court's Disciplinary and Admissions Committee; prepare meeting agendas, compile meeting materials, take minutes, and follow up on action items. Administer the court's pro bono program.
- Analyze and interpret federal statutes and regulations and directives from the Administrative Office of the U.S. Courts. Advise the management team of legal matters related to the operation of the court; provide legal advice regarding actions brought against the Office of the Clerk.
- Monitor and evaluate existing and proposed legislation, laws, rules, and other regulations to determine the impact on court procedures or to suggest changes to improve Clerk's Office or court policies or procedures. Keep court management abreast of pertinent legal changes.
- Prepare responses to requests for assistance from the Administrative Office of the U.S. Courts, other clerk's offices, or as directed regarding proposed amendments to policies, codes, rules, and official forms. Respond to surveys and requests for information relating to court procedures and provide editorial review of manuals and other information upon request.
- Draft responses to inquiries from attorneys and the public regarding procedures or information requests for non-legal advice about the court's processes, or inquiries from attorneys on procedural matters relating to the filing of pleadings, including pleadings of either a usual or unusual nature or form.
- Prepare reports in areas including, but not limited to, court operations, case management, the local jury plan, and the court's internal controls and local rules. Review statistical data and act as a resource on data collection and accurate coding of case-related information.

Qualifications and Requirements:

- A Juris Doctor degree is required. The addition of one year of specialized post law school graduation experience is required to qualify for the higher pay grade. Specialized experience is defined as engaged in the practice of law either in private practice, for a non-profit organization, for a government agency, or in a judicial clerkship.
- Ability to analyze problems, organize, and synthesize information so that court staff can determine its significance, as well as assessing the practical implications of alternate solutions.
- Ability to conduct legal research related to varied, complex, and difficult legal issues.
- Ability to communicate effectively, both orally and in writing, to provide information, facilitate meetings, influence decision-makers, and provide instruction and advice on complex matters.
- Ability to understand and accurately carry out detailed, complex, and evolving instructions while managing tight deadlines and conflicting priorities.
- Should possess tact, initiative, and the ability to consistently demonstrate sound ethics and judgment.
- Skill in the use of computer assisted legal research systems.

Preference will be given to candidates with the following qualifications:

- Admission to practice in a bar or eligibility for admission to a bar within 12 months of appointment.
- Graduation in the upper third of law school class, membership on the editorial board of a law review or similar legal publication, special high-level honors for academic excellence in law school such as election to the Order of the Coif, teaching or research assistant in law school, and/or participation in a law school clinical program.
- Demonstrated knowledge of court culture and organizational dynamics, such as through a prior position or internship with a federal or state court.
- Prior experience with the federal Case Management/Electronic Case Filing (CM/ECF) system.

How to Apply:

Submit resume, law school transcript, and writing sample (no more than ten pages), along with a cover letter stating the reason for your interest in the position to:

Human Resources Administrator
by email to jobs@mdd.uscourts.gov

*To ensure consideration, all information (resume, transcript and writing sample) must be received at the above email address on or before 5:00 p.m. on June 20, 2014.
Incomplete packets will not be considered.

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- Applicants must be U.S. citizens or eligible to work in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/o to commence interviews immediately, any of which actions may occur without prior written or other notice.
- Applications submitted for this position may be considered for similar positions that may occur within 90 days from date position is filled.